

# Electronic Case Management

CM/ECF is a new case management system being implemented in the Federal Judiciary for all bankruptcy, district and appellate courts. CM/ECF allows courts to accept filings and provide access to filed documents over the Internet.

## **FEATURES:**

24-hour access to case file documents over the Internet

Ability to file pleadings electronically with the court

Automatic email notice of case activity

Ability to download and print documents from court system

Concurrent access to case files by multiple parties

Savings in time and expenditures for attorneys

Expanded search and reporting capabilities

Easy to use - based on Standard Internet browser

No waiting in line or unavailable files at the courthouse

## **BENEFITS**

Replaces aging electronic docketing and case management

Systems in all federal courts by 2005

Is being used enthusiastically by attorneys in pilot courts

No delays or added expenses associated with mail or courier

Speeds deliver and allows easier tracking of case activity

Reduces physical storage space needs & document processing

Time

Low start-up costs - uses Internet standard software and established "PDF" format

Secure and reliable

Court dockets are immediately updated and available

For more information, with frequently asked questions and answers, go to the Pacer Service Center website at:

<http://www.pacer.psc.uscourts.gov/cmecf/index.html>

### **Preferred Order of Viewing for the Files:**

ecfintro.aty.tbk Introduction to ECF for Attorneys

convtpdf.aty.tbk Converting Documents to PDF Format

login.aty.tbk How to Login to ECF

setmail.aty.tbk How to Set Up Receipt of Electronic Mail

advcaseopen.aty.tbk Adversary Case Opening

answertocmp.aty.tbk Answer to Complaint

bkcaseopen.aty.tbk Bankruptcy Case Opening

crmatrix.aty.tbk Creditor Matrix Submission

motion.aty.tbk Filing Motions

objection.aty.tbk Filing Objections

proofofclaim.aty.tbk Filing Proof of Claims

queries.aty.tbk Running Queries

### **Extra Files on CD-ROM**

Neuron.exe ToolKit II Program for Viewing .tbk files

allcbtat.exe Compression copy of this CD (may be used for email transmission for contents of this CD)

# ***Instructions for***

## ***COMPUTER BASED TRAINING MODULES***

### ***ELECTRONIC CASE FILING BY ATTORNEYS***

January 2002

#### **Additional Information**

The menu items may be renamed but must contain the **.tbk** extension in the new name to run properly. (Right click on menu item and choose rename).

The menu items may be moved around on the list (Drag and drop from menu). This should be done very carefully, removing any item from the **Attorney CBTs** menu list will remove that file to the recycle bin.

**Neuron.exe** is the viewer that runs the **.tbk** files - it must be present in the same folder as the **.tbk** files to execute them. **DO NOT** remove it from the menu.

The file **allcbtat.exe** is a zip version of all the **.tbk** files and the neuron.exe.

The previous instructions are for Windows 95 and 98. They may also be used with Windows ME and 2000, but the icons and menus may be slightly different.

## Running CBTs from the CD-ROM

### Close all programs that may be running

- 1.) Insert CD into CD-ROM drive and close drive door
- 2.) Right click on **START** button  
Left click on **EXPLORE** from drop down menu
- 3.) Look down the list of folders in left window for **Attorney CBTs** which will usually be on D: or E: drive for your CD-ROM
- 4.) Double left click on the icon to the left of the name **Attorney CBTs**. This will open a list of files in the right side window
- 5.) Double left click the icon in front of **Neuron.exe**
- 6.) This will start an installation wizard for the **ToolKit II** program. Do not change any defaults. Left click "Next", "Next", then "Finish" as the option pages are offered to you. (This will provide an install onto your C: drive into c:\Program files and will appear as **Asymetric Learning Systems** on your programs menu. This only needs to be installed once for each computer that will be viewing the CBTs.)
- 7.) Close the Release Notes information box
- 8.) Double left click on any file with the **.tbk** extension to view the CBT, it will automatically open the **ToolKit II** program for viewing.
- 9.) Close the explorer when you have completed viewing the CBTs.

## Coping Files to Programs Menu on Hard drive

Close all open programs before starting

1.) Insert CD into CD-ROM drive.

2.) Right click on **START**

Left click on **OPEN**

Double left click on icon for **PROGRAM** files

3.) Right click on any open area in this frame, this will open a drop down menu

Navigate to **NEW**, expands a menu

Single left click on **FOLDER**

4.) Right click on icon for **New Folder**, expands menu

Navigate to **RENAME** and left click

Type **ATTORNEY CBTs** into name box and enter

5.) Double left click on **Attorney CBTs** folder to open it (do not close)

6.) Right click on **START** menu at bottom of computer screen

Left click on **EXPLORE**

Navigate down the left hand list until you find the cdrom icon with **Attorney CBT's** beside it.  
(Usually D: or E:)

7.) Double left click CD-ROM icon - this will open file list into the right window

8.) Left click **ONCE** on the first file in the list to highlight it. Press down the **CTRL** key on your keyboard and hold it down. Left click **ONCE** each file in the list **EXCEPT** the **allcbtat.exe** file. All of the files except this one should now be highlighted blue.

9.) Release the **CTRL** key

10.) Move your cursor over any place on the blue highlighted area and **RIGHT CLICK ONCE**, a drop down menu appears Choose **COPY** from the menu and left click **ONCE**. This places a copy of the files onto your clipboard

11.) Left click once the **minimize** button at the top of your explorer screen, when this minimizes you should see the open **Attorney CBTs** folder you created in step 1-5.

12.) Place cursor anyplace on this pane that is blank and right click **ONCE** for a drop down menu.

Select **PASTE** and left click **ONCE**, this will load your files from the clipboard into the newly built folder. There should be 13 files.

13.) Double left click on the file **Neuron.exe**, this will start an installation wizard for ToolKit II. Do not change any defaults. Left click "Next", "Next", then "Finish" as the option pages are offered to you. (This will provide an install onto your C: drive into c:\Program files and only needs to be executed this one time for this one computer.)

14.) Close the Release Notes information box

15.) Close all windows that are open, remove CD from CD-ROM drive and restart your computer.

16.) Left click **START**

Navigate to **PROGRAMS**

Navigate to **Attorney CBTs**

Double left click on any file name to run the CBT